

RESIDENTIAL CARE SERVICES – STANDARD OPERATING PROCEDURE (SOP)

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| INSPECTION – AFH STAFF RECORD REVIEW | ORIGINATOR: Policy | DOCUMENT ID NUMBER: <i>To be issued by Policy Unit</i> |
| | SUPERSEDES: July 2015 OPP | EFFECTIVE DATE: November 2015 |

I. PURPOSE

To determine whether the home has a systematic and consistent way of obtaining and maintaining documentation of staff credentials and background checks.

II. SCOPE

The Standard Operating Procedure applies to all RCS staff who conduct full inspections of adult family homes.

III. OPERATIONAL REQUIREMENTS

- A. The provider, or entity representative, is responsible for ensuring the resident manager and all staff are competent, qualified and have received the necessary training and testing to perform assigned tasks.
- B. The provider or entity representative is responsible for maintenance of the staff records.

The focus of the staff record review is on the period of time since the last inspection to ensure staff have current and required training and credentials needed to provide care and services to residents.

IV. FORMS AND ATTACHMENTS

- 1. Administrative Records Review Form DSHS- 10-559 and 10-559A (formerly Form G).

V. PROCEDURES

The licensor will:

- A. Request the staff records for one current caregiver and the provider or resident manager. Complete a full review of all required documents in the record and document the findings on the Administrative Records Review Form.
- B. Request and review copies of the background check results for all staff who have unsupervised access to residents as well as any non-residents over the age of 11 who live in the home. Request that the list includes all employees who have worked since the last inspection even if they are no longer employed by the home. Record the dates of the background checks on the Administrative Records Review Forms. Use the Administrative Records Review form from the previous inspection to compare the names from last year's inspection to the current list.

Note: The purpose of comparing last year's list of employees to the new one is to ask the provider if there were any other employees hired between the last inspection and current inspection who no longer work in the home.

- C. If records appear to be incomplete or dates are not current for certifications and trainings, ask the provider if up-to-date documents are available. Record the expiration dates on the Administrative Records Review Form.
- D. Expand the staff record review sample if observations, interviews, or record review reveal issues or concerns regarding training, certification or testing.

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VI. AUTHORITY

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| 1. RCW 70.128.090 (1) | RCW 70.128.120 |
| 2. RCW 70.128.130 | RCW 70.128.250 |


Candace Goehring, Director
Residential Care Services

11/13/2015
Date